

GUIDELINES FOLLOWING COVID-19 FOR CITY OF FERNLEY STAFF

CITY of FERNLEY STAFF ARE ADVISED TO:

- Take your temperature prior to coming to work and if temperature is above normal – stay home and let your supervisor and HR know you are out sick
- Continue to practice social distancing
 - Do not congregate in groups and remain 6 feet apart when speaking with other employees
 - Do not congregate around desks or in offices
 - Maximum number of employees in public works conference room should be 4-5
 - Larger meetings (no more than 10) should be held in the council chambers with proper social distancing
- The City strongly recommends that employees utilize masks at all times while at work, and requires all employees to wear a mask during face-to-face interactions with the public
- The City strongly recommends that employees utilize gloves and hand sanitizer, which will be provided
- Non-essential work travel continues to not be approved at this time
- Encourage necessary meetings to be held in digital format, such as Zoom if possible
- Do not share personal space such as desks, or office equipment for example: phones, staplers, pens...etc.
- Sanitizer wipes will be provided at front counter and should be used by staff after each customer to wipe down the space
- Hand sanitizer will be available at each door at City Hall
- Front public computers will remain shut down for public use at this time
- Conference rooms will have disinfectant which must be used to wipe down tables and chairs after each meeting by meeting coordinator
- Disinfectant will be available for all shared vehicles and equipment
 - Driver should wipe down interior and exterior door handles, steering wheel, seat belt and driving controls both before and after use of vehicle or equipment
- City Hall will be thoroughly cleaned each morning by facilities crew
- Facilities crew will place sneeze guards along front line counters and place appropriate social distancing signage for customers such as floor markings for spacing

FIELD CREWS ARE ADVISED TO:

- Practice all the above safety protocol
- Morning meetings should be held outside to ensure enough spacing for social distancing or by text/phone – social distancing should be adhered to at all times
- The City strongly recommends that employees utilize masks at all times while at work, and requires all employees to wear a mask during face-to-face interactions with the public
- The City strongly recommends that employees utilize gloves and hand sanitizer, which will be provided
- Non-essential work travel is not approved at this time
- Hand sanitizer will be available at entrances to city buildings
- Disinfectant will be available for all shared vehicles and light/heavy equipment
- Driver should wipe down interior and exterior door handles, steering wheel, seat belt and driving controls both before and after use of shared vehicle or equipment
- 1 person in assigned vehicle only
- Continue alternate days, shifts, and/or work assignments as directed by you supervisor

MOST IMPORTANT:

If you are sick or have been exposed to someone who tests positive for COVID-19, notify your supervisor and HR immediately and DO NOT come to work.

CDC website link for proper safety protocol guidelines and instruction:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

The undersigned hereby acknowledges receipt the recommendations for returning to work. At the discretion of the City of Fernley, these protocols may change depending on recommendations from the CDC and/or State of Nevada.

Employee signature

Date

Employee printed